

**CIVIL SERVICE COMMISSION  
WATERBURY, CONNECTICUT**

Open Competitive Exam # **1662**

**OPEN COMPETITIVE EXAMINATION FOR: H.V.A.C. TECHNICIAN**

**SALARY: \$15.30 - \$20.08 per hour**

**FRINGE BENEFITS:** Choose from three available health insurance plans (employee contributions vary), Prescription Drug Rider, Dental Plan; Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation; paid Sick Leave; Personal Days.

**LAST DAY FOR FILING APPLICATIONS:**

**Applications,** which may be obtained at the Civil Service Office, **must be on file** at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 until a sufficient number have been received.

**IMPORTANT:**

1. **Veterans** - Veteran's points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. **Residents** - Residency points shall be added in accordance with the amendment to the Civil Service Rules and Regulations. Proper documentation (Civil Service Office Request for Residency Points) must be submitted with application of employment.

**EXAMPLES OF DUTIES:** Operates maintains and repairs heating, ventilation and air-conditioning (H.V.A.C.) equipment and their supportive systems. Places heating, ventilation, air-conditioning equipment in operation; performs preventive maintenance and repairs on all H.V.A.C. equipment and supportive systems; takes corrective action to eliminate malfunctions and reports unusual conditions to supervisor; checks various gauges and instruments which indicate levels of water, refrigerant and pressure; inspects entire system to verify proper function and maintenance; calibrates thermostats, compressors and other H.V.A.C. equipment; regulates service to designated areas utilizing computerized controls; tests samples of cooling water in circulation systems and adds chemicals as required; records inspections and service performed on equipment in a daily log; performs related work as required.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:** Considerable knowledge of the methods, practices, tools and materials used in heating, ventilating and air-conditioning operation, maintenance and repair work; some knowledge of the methods, practices and tools used in the several trades involved in the maintenance of H.V.A.C. systems; some knowledge of occupational hazards and necessary safety precautions applicable to H.V.A.C. equipment maintenance and repair work; ability to interpret and work from sketches, diagrams, technical orders, manufacturer's manuals and specifications; ability to maintain records and reports; ability to communicate clearly and concisely, orally and in writing.

**IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING EXPERIENCE:** Three years of experience as a H.V.A.C. skilled tradesman and completion of a standard high or trade school course; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**SPECIAL REQUIREMENT:** Must be in possession of a valid S-2 "Unlimited Journeyman's License". Possession of a current Connecticut Motor Vehicle License and a good driving record.

This position is covered under the written agreement between the City of Waterbury and the Blue Collar Union.

The Parts and Weights for this examination will be determined prior to conducting the exam.

Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination.

**APPEAL PROCESS:** An applicant may appeal a notice of rejection of his/her application to the Civil Service Commission within fifteen (15) days of receipt of such notice.

Please notify the Civil Service Office of a change in address. Notification of examination will be mailed to the address written on your application.

**THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER**  
**E.O.E. M/F/H/V**